

State of Nevada Director's Office: Administrative Services

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2022002 Conservation and Recreation Protection Grant Program – Conserve Nevada Program Records

Description: These records document the Conservation and Recreation Protection Grant Program as authorized by Chapter 6, Statutes of Nevada 2001 Special Session. The files may include but are not limited to: applications with associated documentation; review/rating documentation; maps, plans photos etc; monitoring records, reports, deeds, titles, contracts, etc; fiscal documents such as outlay requests, workplans, workplan amendments, project budgets, reimbursement records and fiscal reporting; associated documentation, and related correspondence. Note: This record series is for Conservation and Recreation Protection Grant Program records created in 2019 and later. For Conservation and Recreation Protection Grant Program records created prior to 2019, please see the retention schedule for the Division of State Lands (RDA 2011016).

Minimum

Retention: Retain for six (6) fiscal years from the end of the fiscal year in which the final redemption of the bond was issued.

Disposition: Permanent: Transfer to State Archives

1995039 Revolving Fund and Account for Set-Aside Programs Records

Description: These records document long term revolving loans (20 years) issued by the Office of Financial Assistant for construction of publicly owned wastewater treatment facilities or publicly/privately owned drinking water facilities (Safe Drinking Water Act 42 U.S.C. §§ 300f et seq., NRS 445A.225 et seq. and the Clean Water Act NRS 349.935 et seq.). The records may include but are not limited to: loan pre-applications, loan applications with supportive documentation, letters of intent, income surveys, environmental documentation, Board of Financing Water Projects determinations, loan documentation (loan commitment, contract, repayment schedule, repayments, disbursements, categorical exclusions, and public notices), requests for additional funds with supportive documentation, associated documentation, and related correspondence.

Minimum

Retention: Retain for twenty-three (23) calendar years from the end of the calendar year in which the loan was closed.

Disposition: Destroy Securely